WCTS Remote Access

RSA User Guide

TOKENCODE

Office of the Chief Information Officer

Washington Communications and Technology Services

Computer Support Branch/Network Operations Center/Telecommunication Services

202.720.1716

Accessing Secure Citrix Portal

Is this your first time accessing Citrix using RSA security?
If yes, please read the sections below. If no, skip to **Page 4.**

If this is your first time connecting with your RSA key, you will need to select a private "PIN" number. This "PIN" number is used in conjunction with the always changing number on the RSA Key for authentication.   Upon your first login, follow the steps below.
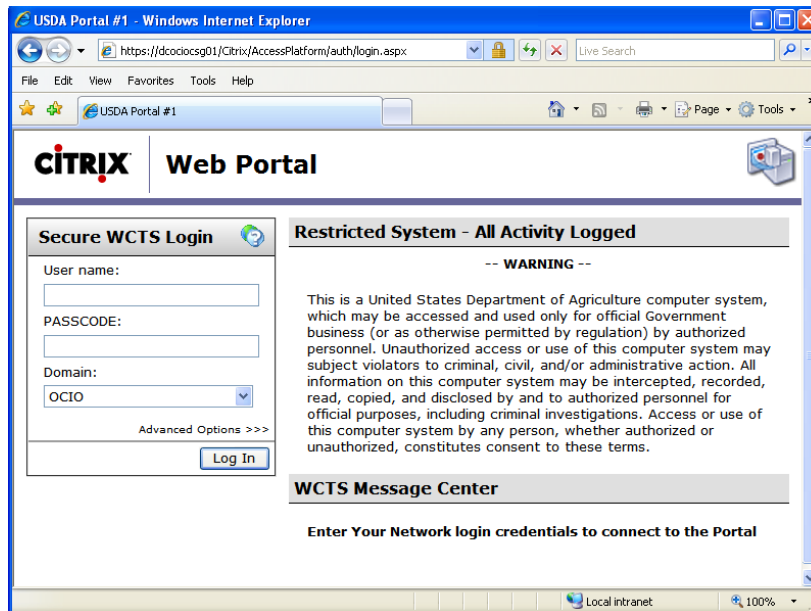
Note: When authenticating

"Passcode = Your Private **PIN** + **TOKENCODE**"

PIN Creation:

1. Open Internet Explorer
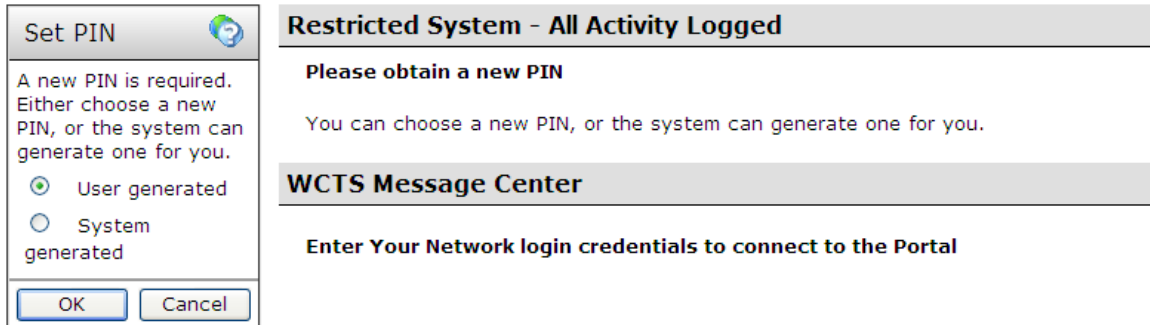2. Navigate to **https://WCTSKey.USDA.GOV**

3. Enter your username in "User name:' and in 'Passcode' enter only the **tokencode** (*6 digit RSA code that shows up on your RSA key*) and click the '**Log In**' button. You will be taken to the PIN creation screen shown below.
   To understand how the RSAKey works go to Appendices A and B.
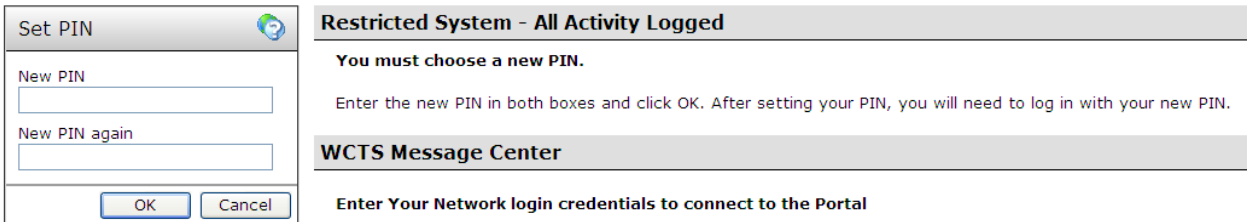
4. Choose "**User generated**" and click OK.

CITRIX | **Web Portal**

Set PIN	Restricted System - All Activity Logged
A new PIN is required. Either choose a new PIN, or the system can generate one for you.	**Please obtain a new PIN**
⦿ User generated	You can choose a new PIN, or the system can generate one for you.
◯ System generated	**WCTS Message Center**
[OK] [Cancel]	Enter Your Network login credentials to connect to the Portal

5. Type in a **4 digit PIN**, then retype it in the second box for verification and click **OK**.

CITRIX | **Web Portal**

Set PIN	Restricted System - All Activity Logged
New PIN	**You must choose a new PIN.**
[_____]	Enter the new PIN in both boxes and click OK. After setting your PIN, you will need to log in with your new PIN.
New PIN again	**WCTS Message Center**
[_____]	
[OK] [Cancel]	Enter Your Network login credentials to connect to the Portal

6. Enter your **Username**, **Passcode** (your PIN number that you just created followed by the **tokencode**. Click **Login**.

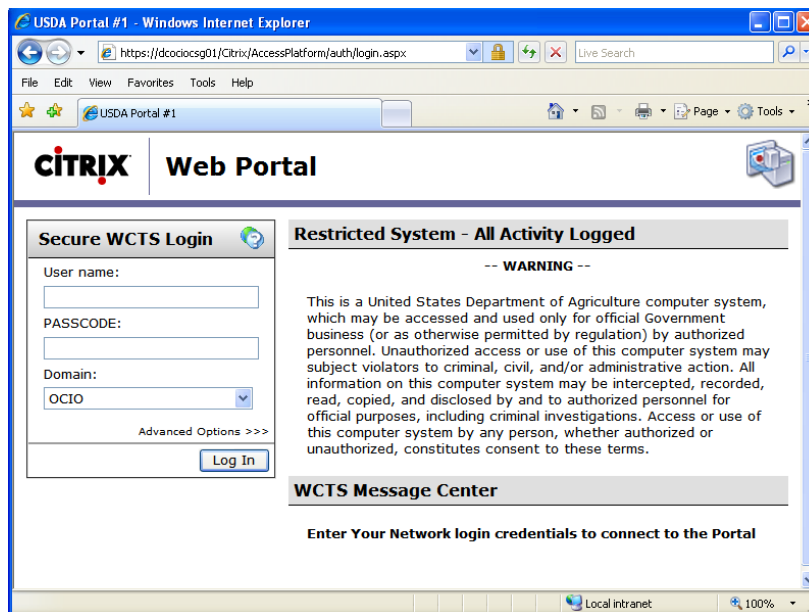| Web Interface Log In		
CITRIX	**Web Interface**	
Log in	Welcome	••••••••••
User name:	**Please log in**	
aubale	To log in, enter the credentials requir	**PIN + TOKENCODE**
PASSCODE:	If you do not know your log in inform administrator.	
••••••••••		
Domain:	Message Center	
OCIO	ⓘ Your PIN has been set successfully. Please log in with your new PIN.	
Advanced Options >>>		
[Log In]		

7. You will be prompted to enter your **network password** for re-validation. Please enter your network/windows **password**. And Click '**Log In**'.

After you have created your RSA "**PIN**" and for all subsequent logins, the process will be as follows:
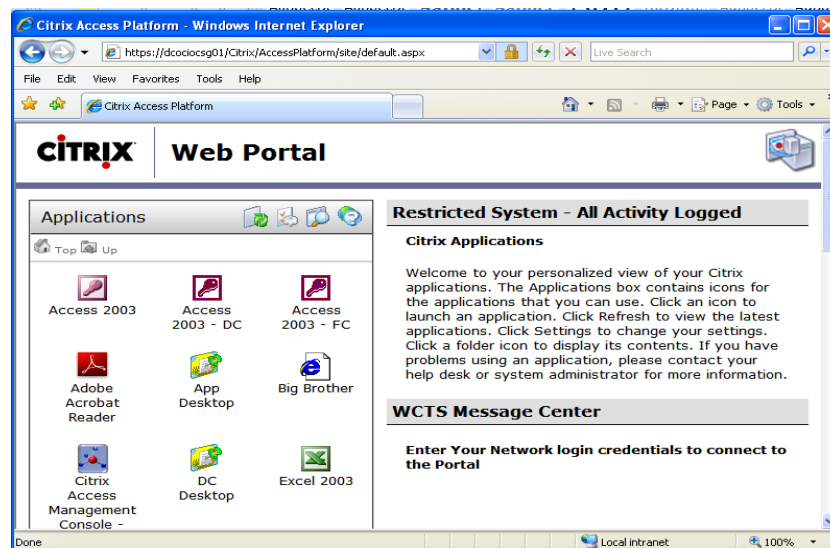
1. Open Internet Explorer
2. Navigate to **https://WCTSKey.USDA.GOV**

3. Enter your USDA network **User name** and **Passcode** (PIN followed by the Current 6 Digit code on RSA Key).
   <mark>Passcode = Your Private PIN + Tokencode</mark>

4. Click **Log In**.
5. Your Citrix Applications will now be available.

Quick RSA SecurID Reminders

- You should always protect your SecurID token from extreme temperatures, damages, and theft.
- If you lose your token, notify Computer Support as soon as possible.
- When signing in with your SecurID token, make sure there are at **least two dashes** (that is equivalent to *20 seconds*) on the left of the displayed digits. This will ensure that the displayed digits do not expire before they can be verified.

Appendix A

**Brief Overview of Various Logon Process**

I-Initial Logon to the Citrix Web Portal

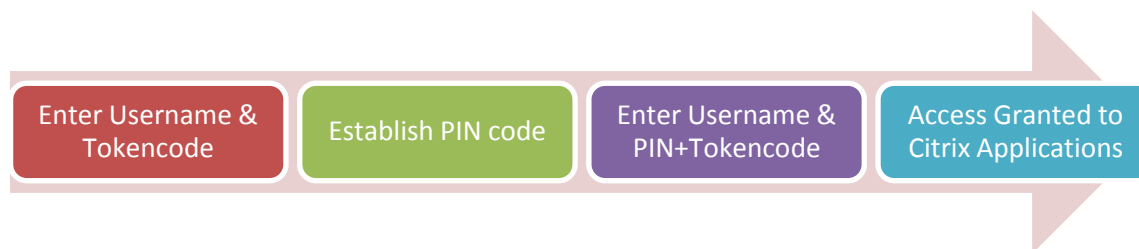*User in accessing the Citrix Applications for the 1st time:*

| Enter Username & Tokencode | Establish PIN code | Enter Username & PIN+Tokencode | Enter Windows Password | Access Granted to Citrix Applications |

II-Consecutive Logons

For Users with established PIN and entered the Windows password previously:

| Enter Username & PIN+Tockencode | Access Granted to Citrix Applications |
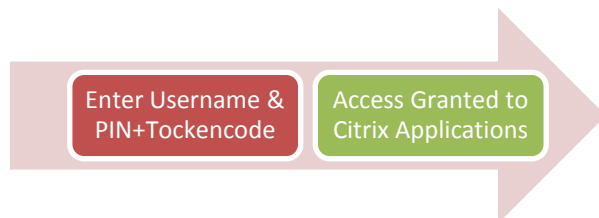
III-Lost RSA Token or Forgotten PIN

A new token has been provided to replace the lost token and/or PIN has been reset.

| Enter Username & Tokencode | Establish PIN code | Enter Username & PIN+Tokencode | Access Granted to Citrix Applications |

Appendix B

Your RSAKey device should look identical to the graphic depicted here:

Each - disappears
after 10 seconds

- On the left hand side, you will see 6 small bars on top of each other.
- Each one of these bars stays on the display exactly 10 seconds.
- Because there is a total of 6 slashes, each complete revolution takes one minute, at which time, the number in the display will change.
- If you happen to be logging in and there are only one or two slashes shown, you may want to wait until it switches over to a new number due to the time it may take some users to enter their PIN and Key Numbers.
- If you wait until it's almost time to renew the number, it may switch just as you click login, and your logon process may fail.